



DEPARTMENT OF THE ARMY  
HEADQUARTERS, U.S. ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL  
AND FORT SAM HOUSTON  
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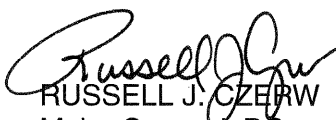
REPLY TO  
ATTENTION OF  
IMSW-SMH-IM

11 JUL 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Installation Information Management Policy 25-05, Use of Personal Digital Assistants (PDA) and Portable Storage Devices

1. REFERENCE. AR 25-2, 14 Nov 2003, Information Assurance.
2. PURPOSE. This policy defines the acceptable PDAs for use on Fort Sam Houston and supported by the Director of Information Management (DOIM).
3. SCOPE. This memorandum applies to all organizations located on Fort Sam Houston, Camp Bullis, and Camp Stanley, that have connectivity to the installation network which DOIM manages, and includes both Government-owned and leased automation equipment.
4. POLICY.
  - a. All PDAs used on Fort Sam Houston must comply with the listed reference. In accordance with paragraph 4-28 of the listed reference, the only approved PDAs for use on the Fort Sam Houston network are those on Common Service Level Agreement's (CSLA) Official Army-Approved Two-Way Email devices (TWED) listing.
  - b. The devices on the TWED can be synchronized to government desktop/laptop computers.
  - c. The use of portable storage devices such as Thumb Drives and Memory Sticks are restricted to government owned devices and will be controlled through hand-receipt. The use of such devices on SIPRNET computers must be specifically authorized by the Designated Approval Authority. These devices will be marked according to the highest level of data processed. Classified data on such devices will not be transferred to unclassified systems or networks. Classified data stored on these devices will not leave appropriately classified areas without proper security controlled measures. Procedures will be in place to strictly account, secure, and control these devices once classified information is written to them in a GSA approved safe.
5. This policy will be reviewed 2 years from the implementation date.
6. The point of contact is Mr. Jack D. Poland, Director of Information Management, 221-1300/5281, or email address [jack.poland1@us.army.mil](mailto:jack.poland1@us.army.mil).

  
RUSSELL J. CZERW  
Major General, DC  
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